

*"Partnering to promote, protect and preserve health in our community"***Central District Board of Health Meeting Minutes****707 N. Armstrong Pl, Boise, ID 83704****Friday, March 18, 2016 ~ 8:30 a.m. to 11:30 p.m.****Board Members**

Steven F. Scanlin, JD, Chair  
Commr. Laura Baker (Absent)  
Dr. Jane Young, DNP

Dr. Ted Epperly, MD, V-Chair  
Megan Blanksma

Commr. Elt Hasbrouck, Trustee  
Betty Ann Nettleton, RN

**Guests**

Corey Surber

**Staff**

Russell A. Duke, Director  
Michele Hanrahan  
Joanne Graff

Donna Mahan, Recorder  
Randy McLeland  
Summer Grounds

Rob Howarth  
Mark Haigwood

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**Call Board of Health Meeting to Order – Steve Scanlin**

Steve Scanlin, Board Chair, called Central District Health Department (CDHD) Board of Health meeting to order at 8:38 a.m.

The Ada County Commissioners met with their three Ada County representatives on our board: Dr. Ted Epperly, Dr. Jane Young, and Steve Scanlin. The meeting provided a platform for each group to be heard. The commissioners shared their perspectives and concerns regarding their portion of the county contribution and the proposed 3% merit pay increase. The CDHD Board representatives gave an update on all the work being done throughout Ada County and explained why the 3% from the counties was necessary.

**Board of Health Minutes for February 12, 2016 – Steve Scanlin**

The February 12, 2016 Board of Health minutes stand approved as presented.

**FY 2016 Financial Reports – Michele Hanrahan**

The FY 2016 Budget to Actual for February 2016 report reflects that we are 67% through the FY 2016 budget year. Total revenues are at 74% of the budget. Fees are at 78%; contracts are at 66%; and county contributions are at 96%. Total expenditures are at 65%. Personnel cost is at 68%. Operating cost is at 57%; and capital cost is at 40%. The FY 2016 Cash Balance Statement and Reserve Report at the end of February reflects a total cash balance of \$3,658,988; and the reserve fund designation is \$2,182,921 with a cash balance of undesignated funds at \$1,476,067. With \$68,222 being absorbed through the general operating cost, the Special Projects Reserve Fund balance is \$26,200. Dr. Epperly recommended that we work toward establishing 90 days of operating cash on hand. Russ will revise the District Reserve Fund Policy accordingly and present it to the Board in April for approval.

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***Serving Valley, Elmore, Boise, and Ada Counties*****Ada / Boise County Office**

707 N. Armstrong Pl.  
Boise, ID 83704  
Enviro. Health: 327-7499  
Reproductive Health: 327-7400  
Immunizations: 327-7450  
WIC: 327-7488  
FAX: 327-8500

**Elmore County Office**

520 E. 8th St. North  
Mountain Home, ID 83647  
Enviro. Health: 587-9225  
Family Health: 587-4407  
WIC: 587-4409  
FAX: 587-3521

**Valley County Office**

703 N. 1st St.  
McCall, ID 83638  
Ph. 634-7194  
FAX: 634-2174

**Recognition of Public Health Preparedness Staff – Steve Scanlin**

The Board recognized Randy McLeland, a member of our Public Health Preparedness (PHP) team, for a letter of appreciation he received from Idaho Adjutant General Saylor. The Board, Rob Howarth, and Mark Haigwood thanked not only Randy but also the entire PHP team for their commitment and hard work.

**FY 2017 Budget Guidance – Russell Duke**

Russ requested guidance from the Board in preparation for developing the proposed FY 2017 budget, which they will approve at the April 8 meeting. He requested that we include a 3% increase from our counties in the budget and a 3% average salary increase based on performance if the budget allows for it. The Board discussed the 27<sup>th</sup> pay period, resulting in about \$300,000 additional expense.

**Motion:** Dr. Ted Epperly made a motion that we increase the FY 2017 budget by 3% from the counties and a 3% overall salary increase for the construction of the budget; seconded by Jane Young. After a lengthy discussion, Megan Blanksma requested that we amend the main motion by dividing into two separate motions.

It was moved by Megan Blanksma and seconded by Commissioner Elt Hasbrouck to strike the main motion, amending by dividing it into two separate motions: 1) to approve a 3% increase contribution from the counties and 2) to approve a 3% overall salary increase based on merit. All in favor of amending the main motion into two motions; motion to amend was adopted.

**Motion 1:** Megan Blanksma made the motion to approve a 3% increase contribution from the counties; seconded by Commissioner Elt Hasbrouck; no further discussion; motion carried.

**Motion 2:** Megan Blanksma made the motion to approve a 3% overall salary increase based on merit. No second; motion was withdrawn by Megan.

**27th Pay Period – Michele Hanrahan**

The Board was updated on why the district has a 27<sup>th</sup> pay period every 11 years. Russ said he would include in the updated District Reserve Fund Policy a line item for the 27<sup>th</sup> pay period so that the funds are available the next time this occurs.

**Tobacco 21 – Corey Surber**

Corey Surber, from St. Alphonsus, spoke to the Board about an initiative called “Making a Case for Tobacco 21” to raise the age to purchase any tobacco products, including e-cigarettes, to age 21 by changing community policies. The coalition is working at a local level and getting youth involved with advocacy.

Corey shared that legislators want to do something to close the coverage gap in Idaho, but there are many last minute revisions being made to a health insurance proposal that will need to be approved before the end of next week.

**Break – Steve Scanlin****Use of CDHD Facilities Policy – Russell Duke**

The CDHD Facility Use Policy has been updated, reflecting current market rates in the communities where we have offices.

**Motion:** Dr. Ted Epperly made the motion to approve the updated CDHD Facility Use Policy as presented; seconded by Megan Blanksma; no further discussion; motion carried.

**Trustee Update Report** – Commissioner Elt Hasbrouck

The Trustees will continue to discuss the general fund distribution formula at the Idaho Association of District Board of Health (IADBH) meeting in Coeur d'Alene.

**IADBH Resolutions** – Russell Duke

Russ presented two of three resolutions for the Board to discuss and approve.

- Resolution to Eliminate the Food Establishment License Fee in Idaho Code  
To align with the district setting its own fees, the Board supports eliminating food fees from Idaho Code.

**Motion:** Megan Blanksma made a motion to accept the Resolution to Eliminate the Food Establishment License Fee in Idaho Code as presented; seconded by Dr. Ted Epperly; no further discussion; motion carried.

- Resolution to Support Health Insurance Coverage for Low Income Idahoans  
In reviewing the resolution, the Board requested minor changes.

**Motion:** Megan Blanksma made a motion to accept the Resolution to Support Health Insurance Coverage for Low Income Idahoans with changes stated; seconded by Betty Ann Nettleton; no further discussion; motion carried.

**Director's Report** – Russell Duke

Performance Goals: Russ provided an update on his goals.

Remodel Committee: We have met with an architect to begin developing a plan for an Armstrong office remodel. The remodel committee, including Jane and Ted, will meet on Tuesday, April 5.

Budget Hearing Location: The Ashley Inn in Cascade has been reserved for the May 20 Budget Hearing and Board Meeting, which will begin at 10 a.m.

IADBH Conference Registration: IADBH conference registrations are in the Board packet. Please fill out your registration and give it to Donna if you plan to attend.

**Adjournment** – Steve Scanlin

No further business was brought before the Board; meeting adjourned at 11:58 a.m.


Respectfully submitted:



Steven F. Scanlin, Board Chair

4/8/16

Date



Russell A. Duke, Secretary